

State of Illinois
Department of Children and Family Services

**Notice of Intent to Deny Initial Child Care Facility Application
Based On Background Check**

Provider ID#:
Facility Type:

The Department intends to deny your application for a license. Please read this carefully.

- ☐ A person subject to a background check has been convicted of one or more of the crimes listed in the Child Care Act of 1969, as amended, which bar licensure, and which, after considering all of the factors listed in Part 385. Appendix A, Background Checks, provides sufficient cause to deny your application for licensure.
- ☐ A person subject to a background check has been identified as the perpetrator of an indicated report of child abuse or neglect which, after considering all of the factors listed in Part 385.50, Background Checks, provides sufficient cause to deny your application for licensure.
- ☐ A person subject to a background check has been convicted of one or more crimes not listed in the Child Care Act as a bar to licensure, but which, after considering all of the factors listed in Part 385.60, Background Checks, provides sufficient cause to deny your application for licensure.

Review by the Central Office of Licensing

Before the decision to deny your application for a license is made, you have the opportunity to request a review by the Central Office of Licensing.

In order to take advantage to this opportunity, you must make a written request within 14 days from the date on the top of this notice to:

Department of Children and Family Services
Central Office of Licensing
406 E. Monroe St., Station 60
Springfield, Illinois 62701

In your written request, you should explain your reasons for disputing the results of the background check. In your written request, you may also submit:

- when the issue involves an indicated CANTS/SACWIS report, a written statement from the administrator of the child protection division for the Department that the individual named in the report is not the individual in question or that the record has been expunged or amended; or
- when the issue involves a criminal history record, written statements from a law enforcement agency or clerk of the court that the subject of the criminal history record provided to the Department is not the individual in question, or the individual was never convicted of the crimes as alleged in the criminal history record, or the individual was granted a full pardon by the Governor indicating that the person did not commit the crime or that the crime was amended or expunged, or that the information in the criminal history record concerning the existence of the conviction was erroneous.

This review provides you with an opportunity to present any information that you believe can or should help the Department make the most accurate decision regarding the information involving the person(s) listed above. However, if you choose not to request a review, the decision to deny or approve your application will be made without further input from you.

If you choose to request a review, a committee shall review the results of the background check for the person(s) listed above and all written information submitted by you in your request. You will be given written notice of the decision and an explanation of the administrative appeal process. If you do not request a review, you will be sent written notice of the Department's final decision and an explanation of administrative appeal process.

You retain your right to appeal the Department's final decision whether or not you participate in this review by the Central Office of Licensing.

Sincerely,

Licensing Representative

Licensing Supervisor

cc: Central Office of Licensing